



Planning & Building Department  
Planning Division – Development Processing  
276 Fourth Avenue, Chula Vista, CA 91910  
(619) 691-5101

## ZONE CHANGE APPLICATION CHECKLIST

Please note that additional requirements may be necessary for your particular project. Please confirm with Planning Staff before submittal.

### Site Plan

Number of Sets Required: **24\***

### Staff Use

Site Plan must be folded to 8 ½ x 11" size and contain the following information:

- |                                     |   |                          |
|-------------------------------------|---|--------------------------|
| <input checked="" type="checkbox"/> | Project Location, Legal Description and Assessor's Parcel Number  | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Property Owner's Name and Address   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Name of Person or Firm who prepared the plans and date of preparation   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Vicinity Map and North Arrow  | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Existing zone designation of subject and adjacent properties  |                          |
| <input checked="" type="checkbox"/> | Existing General Plan designation of subject and adjacent properties  |                          |
| <input checked="" type="checkbox"/> | Boundaries of subject property with dimensions  | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Existing and proposed easements   |                          |
| <input checked="" type="checkbox"/> | Existing topography and proposed grading showing all slopes, retaining walls, street improvements, etc.   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Location of all existing trees or manmade features which are to remain or to be removed   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Locations, type, and size of all existing and proposed underground utilities. <i>The facilities to be shown include, but are not limited to, electric transformer boxes, fuse boxes, telephone boxes, post indicator valves and fire department connectors (standpipes), etc.</i> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Driveway widths and locations   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Adjacent streets, alleys and properties– including adjacent structures  | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Scale no less than 1"=30'   | <input type="checkbox"/> |

\* Note: If the application is in the Bayfront, Eastern Territories, Redevelopment Area, or adjacent to a city boundary or highway/transit corridor, two (2) additional sets will be required.